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Annual Data Collection

Software User Manual Citrix Setup

September 2005

ANNUAL DATA COLLECTION

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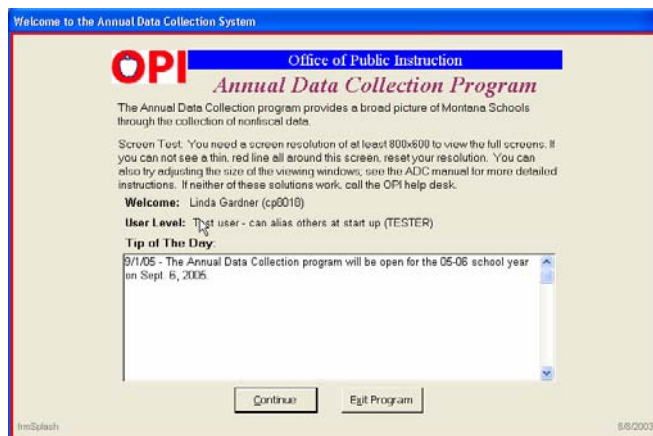
Introduction to Annual Data Collection (ADC) Software



- The Organization Setup screen has been modified to reflect the changed requirements from attendance days to aggregate hours.
- Technology Use information will be collected at the school level this year. Last year the data was collected by district.
- Immigrant Student Count – has been moved from the Limited English Proficient form to its own form.
- Indian Education For All has been changed to Indian Education For All Montana, and many of the questions are different than last year's.
- Bilingual/ESL Instructional Paraprofessional – new job code this year.
- Dropouts at the 7th and 8th grade levels must now be disaggregated by free/reduced price participation, limited English proficiency status, migrant status, and special education eligibility just like the grade 9-12 dropouts.
- New passwords were mailed to the districts in June 2005. If you are doing data entry in September or October, remember to add SO to the end of the core password.

Getting Started

By this time you should have downloaded the Citrix software (see last section of this manual), and logged in. Even if you have used Citrix before, if you haven't logged into Citrix since June 2, 2005 you will need to upgrade your Citrix software. After you log in and choose Annual Data Collection from the menu, you will go straight to this screen.





This program will be used by a variety of entities, including school staff, district staff, special education coops, county superintendents and OPI staff. Your access to various data and reports depends on which type of entity you are. Based on your User Name, the program will limit your access to just those areas of concern to you and the data you need to enter. Your User Level is described on this screen; if you believe your User Level is incorrect, contact the Office of Public Instruction at (406) 444-9444, choose option 7 and then option 2.

Be sure to read the Tip of the Day each time you log in. The OPI will be using this space to keep you informed of any updates or changes to the system, as well as giving data entry tips and hints.

Change your screen resolution

Some users have had problems viewing full screens in the past. If you cannot see the thin red line all around this screen, you may need to adjust your resolution or viewing window. To change your video resolution, right click on your desktop, choose Properties and select Settings. Move the slider bar under "Screen Area" until a resolution of 800 x 600 (or larger) is displayed. Click OK. You will be prompted to accept the new settings in the "Display Settings" dialog box. The monitor will blank and display the new settings under the "Monitor Settings" dialog box. If you do not click on the OK button at this point, your settings will be returned to normal after 15 seconds. If the video settings appear acceptable, click OK and your monitor resolution will be reset.

To change the size of your viewing window: if you see these three buttons  in the upper right-hand corner of the form, click on the middle button to maximize your window. If you see these buttons , your window is already maximized.

You can also try increasing or decreasing the window size by hovering your mouse over one of the corners until you see a double-headed arrow. Click and hold while you drag the corner. This

will only change the size of the current window. When you choose another menu item, you will need to repeat the process if you cannot see the entire window.

Select your County, System, District, Coop or School

The *Select Your County, System, District, Coop or School* form will be your next screen. Based on your User Name, you will be able to select different entities to work with. If you are logged in as a county, system or district, you will be able to see and edit all the data from all the entities below you in your hierarchy.

Select Your County, District, System, Coop or School

Step #1: Select a School or District Below.
 Step #2: Click on the Get Started button to work with your selection -->
 You can return to this screen at any time by pressing the Select button.

Working with All Schools in the County.

School Year: 2005-2006 Codes:

County: Beaverhead 01

System or Coop: All Systems and Coops %

Legal Entity: All Legal Entities %

School: All Schools %

This screen shows you what selection options are currently set and are based on your user id. You can modify any of the white fields. Selections here will determine what forms and reports as well as data you can work with.

frmSetGlobalDefaults

Select Your County, District, System, Coop or School

Step #1: Select a School or District Below.
 Step #2: Click on the Get Started button to work with your selection -->
 You can return to this screen at any time by pressing the Select button.

Working at the District Level with District Wide Data.

School Year: 2005-2006 Codes:

County: Sweet Grass 49

System or Coop: Big Timber Elementary 3322

Legal Entity: Big Timber Elem 0865

School: All Schools %

This screen shows you what selection options are currently set and are based on your user id. You can modify any of the white fields. Selections here will determine what forms and reports as well as data you can work with.

frmSetGlobalDefaults

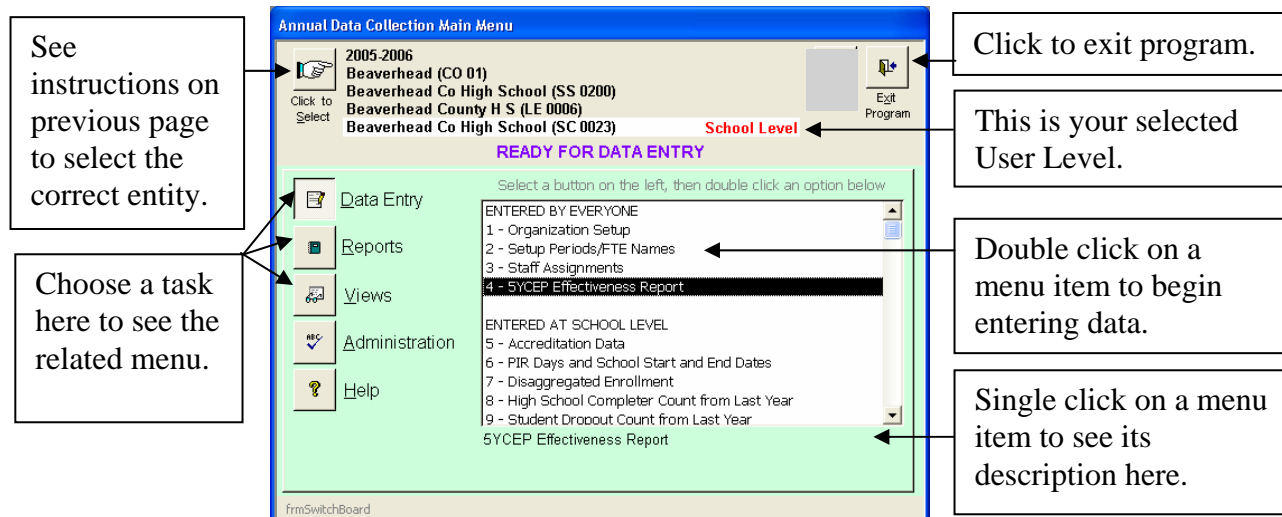
You will only be able to make changes to the lines that are active (white). The grayed-out lines are inactive and not available to your level of user.

- Select the county, district or school you would like to work with by scrolling through the dropdown lists, or start typing and the program will auto fill for you. If your User Level is for a school or a special education coop, you will not be able to modify anything on this screen.
- Click Get Started.



Note: Whenever you see the Select icon on a screen, you can click on it to return to the *Select your County, System, District, Coop or School* screen and check or modify your choices. When your selections are complete, click Get Started.

Annual Data Collection Main Menu



The identity of the school, district, or coop you are working with is shown in the upper left hand corner of the Main Menu and all other forms. Your selection is based on your User Name. For example, a district level user can select to see information for the district as well as each school. Whatever choice the district level user had made appears here. In the above example, a district level user is looking at the data for one school in the district, hence the highlight on School Level. *Pay attention to the highlighted User Level shown on the Main Menu. Some menu items can only be completed at certain User Levels.*

Choose an option from the buttons on the left side of the screen. When you choose an option, the associated menu items will appear in the white screen. Single click on any of the menu items to view the item description below the white screen. Depending on the type of entity you are, you may see more or fewer buttons and/or menu items.


Since you will be doing data entry, make sure the Data Entry button is selected. You can see the various data entry items available to you in the white screen.

Each time you complete a task and click the Exit button at the top right-hand corner of that screen, you will be returned to this Main Menu where you can choose your next task or exit the program.

Data Entry

The items in the Data Entry menu are numbered in the order you should select them. There are 18 data entry menu items; organized by user level. Complete all the data entry items that apply to your level of user. For all data entry, type in your answers or select from the dropdown lists. You can move from field to field on any screen by using the Tab key or the Enter key, or use your mouse to click on a field.

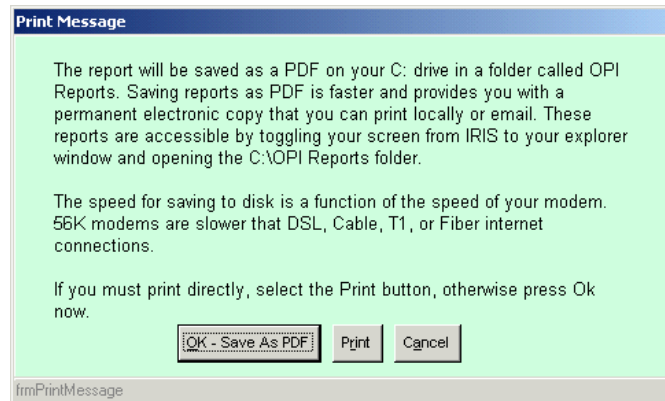
Previewing or Printing a Report

When you have completed filling out any form, click on the Preview Report button  in the upper right corner to view a report. When the report is complete to your satisfaction, print a copy

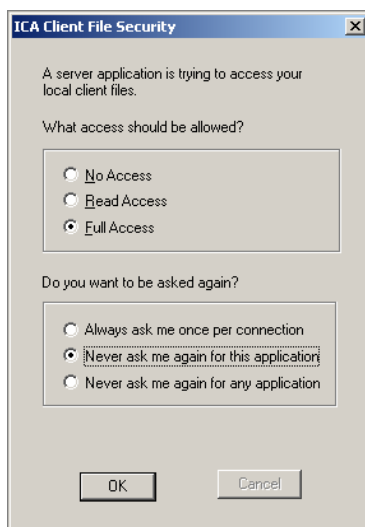
for your records. You can save any report as a PDF file to your C: drive and print from there, rather than trying to print from the OPI Citrix server. This gives you a permanent electronic copy of each report. See instructions in the next section. Close the report by clicking Close. You also have the option to print any report by choosing the Reports button on the main menu and then selecting the desired report from the list.

Save as PDF

When you click on the Preview Report button at the top of any report, you will see this message:



- The best way to print reports is to choose Ok - Save As PDF. This option creates a PDF of the report and saves it to your C: drive in a folder called OPI Reports.
 - You can then open and print these PDF reports from your own computer, without being logged in to IRIS.
 - This option gives you a permanent electronic copy of your data, and it is much quicker than printing from the OPI Citrix server.
- To print the report while logged in to IRIS, click on the Print icon.
 - This option may be slower and you will not get a permanent electronic copy of your reports.
- To close the report without printing it, click Cancel and choose the Close icon at the top.



If you see this message the first time you try to print, choose Full Access for question one and answer question two however you prefer.

This gives the Citrix server the right to create a folder on your C: drive called OPI Reports.

1 - Organization Setup – *To be completed by everyone.*

- Enter your school's total Aggregate Hours per year.
- Enter the number of minutes of pupil instruction time in a full day and the number of minutes in an average partial day.
- Enter the minutes per day of passing time for a full day and for an average partial day.
- Enter the number of full days and partial days of pupil instruction for the 2005-2006 school year.
- The blue box will be automatically computed.
- Use the white box at the bottom of the page for any notes or explanation you feel would be helpful.

If you are entering data as a district, your number of minutes per day and days per year should reflect the assignments of the people with district level job codes.

2 - Set Up Period/FTE Names – *to be completed for every level where staff assignments will be entered.*

The program will use a naming wizard to name your FTE units for you, using information that you provide. Once you have correctly entered your time units, the OPI will be able to calculate each person's FTE accurately.

FTE or full-time equivalent refers to the number of hours of work normally required in a full-time position. An FTE Unit is a portion of a full-time position dedicated to a specific job assignment. For example, a full-time principal would be assigned 1.000 FTE. If you have a person who acts as school counselor for $\frac{3}{4}$ of the day and librarian $\frac{1}{4}$ of the day, that person would be assigned 0.750 FTE for the school counselor job code and 0.250 FTE for the librarian job code. For a departmentalized teaching staff (i.e., Junior High, 7-8 schools, Middle Schools, and High Schools), you will need to define a time unit for each period of the day. You must create an FTE unit for P-1, P-2, P-3, etc. We need to collect grade low, grade high and student

load for each period of the day, so a full-time high school English teacher cannot be assigned 1.000 FTE.

Your organization's data from the previous school year will be rolled forward, so you will not have to re-enter time units each year. Carefully check each existing unit to make sure it is an accurate reflection of your current school day. If not, you can modify the unit or create a new unit that more clearly describes the time segment. You won't be able to delete a Period/FTE Name as long as it has been assigned to a current teacher record.

Period/Fte Names for Organization

Blue Sky High School

FTE is the "full-time equivalent" which is the number of hours of work normally required in a full-time position.

Period/FTE Name	FTE
0.250 FTE	0.250
0.500 FTE	0.500
1.000 FTE	1.000
P-1	0.125
P-1 MWF Sem-1	0.063
P-2	0.125
P-3	0.125

Work with Selection Add a New Period/FTE Delete Selection

frmFteUnit

To modify an existing time unit, select it and click Work with Selection, or double click on the time unit. To add or delete FTE units, choose the appropriate button.

Using the Naming Wizard to create Period/FTE Names

Period/Fte Name Detail

Dillon Middle School

Naming Wizard

Follow the steps to create uniform names for your FTE units. From the choices, select the 'Best' description for this particular unit.

1. Select Percentage or Period. You will be prompted for period number.
2. Enter the days this period meets. (in day order). examples: MTWRF = meets every day, TR = meets Tue and Thurs, A = A days etc.)
3. Select a Session Type: You will be prompted for a session number. (Except for yearly)

Percentage FTE MTWRF Yearly

FTE or Period Description FTE

Save And Exit Exit without Saving Click Here to Calculate FTE.

frmFteUnitUpdate

Choose whether this time unit will be described as a Percentage or as a Period:

If you choose Percentage FTE:

Step 1 - Enter the decimal equivalent for this assignment in the FTE field. The wizard will name the FTE unit to match the decimal you entered and display it in the blue box.

Step 2 - Click on Save and Exit to return to the previous screen.

If you choose Period:

Step 1 - You will be prompted to enter a number for the period. Click OK or press Enter.

Step 2 - Indicate which days of the week this period meets by typing in the initial letters for the days. Use R for Thursday. If you have A and B days, type A or B. Press Tab or Enter.

Step 3 - Choose which term this period meets. If you choose Semester, Trimester, Quarter or Other you will be prompted to input a number for the term. Click OK or press Enter. The wizard will name your unit based on your answers to the above steps and display the name in the blue box at the bottom of the screen.

Step 4 - In the white FTE box, enter the decimal equivalent for this period. For example, if your school day has 8 periods that meet daily all year, the decimal equivalent for each period would be 0.125. For a class that meets daily for one semester, the decimal equivalent would be 0.063. For help in calculating FTE, click on [Click Here to Calculate FTE](#) in the bottom right corner of the form. *See instructions below.*

Using the FTE Calculator:

Period/FTE Calculator

To use calculator: Enter the number of minutes and days for a specific period or assignment in the numerator. Enter the school's total minutes and days in the denominator. Press Enter, the FTE box will show the correct decimal.

Use this section if you are calculating percentage FTE, FTE for a block schedule or FTE for periods of different lengths.

FTE = Minutes Per Day x Days Per Year

Organization Instructional Minutes Per Day x Days Per Year

Example: 0.125 FTE = $\frac{45 \text{ Minutes Per Day} \times 180 \text{ Days Per Year}}{360 \text{ Instructional Minutes Per Day} \times 180 \text{ Days Per Year}}$

For a daily schedule where the periods are equal in length and meet all year long, enter one (1) in the numerator and total periods in the denominator. Press Enter to calculate FTE for each period.

FTE = Period(s) Per Day

Total Periods in Teaching Day (including Prep)

Example: 0.167 FTE = $\frac{1 \text{ Period(s) Per Day}}{6 \text{ Total Periods in Teaching Day (including Prep)}}$

ImmFteUnitDetail

You can calculate FTE for any unit by entering the number of minutes per day and days per year for that period in the numerator.

Type your school's total minutes per day and days per year in the denominator and press Enter; the calculator will compute the FTE for you. Type that decimal in the white FTE box on the previous screen.

To figure FTE if all your periods are the same length and meet daily all year, use the bottom half of the screen. Enter one in the numerator and your total periods in the denominator; press Enter to calculate the FTE for all periods. Type that decimal in the white FTE box on the previous screen.

Step 5 - Choose Save and Exit to save this FTE unit and return to the previous screen. If you change your mind and don't want to save your changes, select Exit without Saving. The original data will be restored and you will return to the previous screen.

3 - Staff Assignments – Coop Level, District Level, and School Level

Entering District Level Staff Assignments

You must be logged in as a county or district and your User Level shown on the Main Menu must say District Level. You should only enter staff with District Level Assignment Job Codes as shown on the job code list. The first column of the Assignment Summary Screen (see below) lists the level of the job assignment for each person.

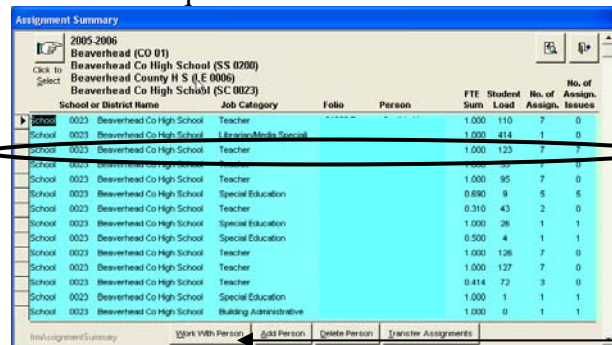
Entering School Level Staff Assignments

The Main Menu must indicate that you are doing data entry at the School Level. If you are logged on as an entity other than a school, click on the Click to Select button in the upper left hand corner of the Main Menu and choose the school for which you will be doing data entry. You should only enter staff with School Level Job Assignment Codes as shown on the job code list. The first column of the Assignment Summary Screen (see below) lists the level of the job assignment for each person.

Entering Instructional Paraprofessionals

Instructional paraprofessionals will be reported on the School Level Personnel Form. For paraprofessionals who were in your school last year, you will need to update each person's record to indicate whether he/she meets the highly qualified definition to comply with NCLB. Any instructional paraprofessionals who are paid with Title I funds should have a job code of PP02, and those paid with Special Education funds should have a job code of SE25. There is a new job code this year for Bilingual/ESL Instructional Paraprofessionals – PP03. See the job code list for a definition.

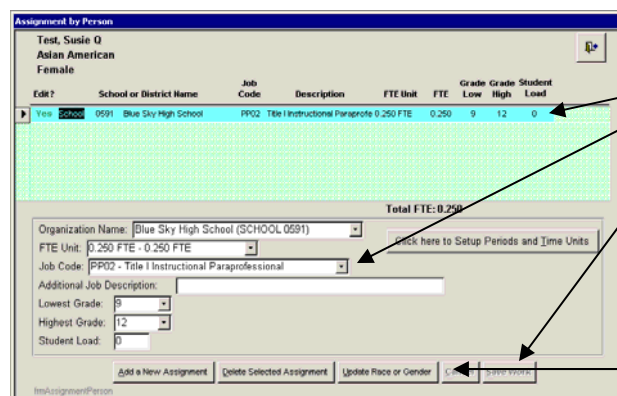
Data entry for instructional paraprofessionals is the same as for any other staff. The following steps show you how to modify existing paraprofessional assignments and qualifications to meet the NCLB requirements.



School or District Name	Job Category	FTE	Student Load	No. of Assign.	No. of Issues
0023 Beaverhead Co High School	Teacher	1.000	110	7	0
0023 Beaverhead Co High School	Librarian/Media Specialist	1.000	414	1	0
0023 Beaverhead Co High School	Teacher	1.000	123	7	7
0023 Beaverhead Co High School	Teacher	1.000	95	7	0
0023 Beaverhead Co High School	Special Education	0.680	9	5	5
0023 Beaverhead Co High School	Teacher	0.310	43	2	0
0023 Beaverhead Co High School	Special Education	1.000	26	1	1
0023 Beaverhead Co High School	Special Education	0.500	4	1	1
0023 Beaverhead Co High School	Teacher	1.000	126	7	0
0023 Beaverhead Co High School	Teacher	1.000	127	7	0
0023 Beaverhead Co High School	Teacher	0.414	72	3	0
0023 Beaverhead Co High School	Special Education	1.000	1	1	1
0023 Beaverhead Co High School	Building Administrative	1.000	0	1	1

1. Choose Enter Staff Assignments from the main menu and select the paraprofessional you wish to edit.

2. Click Work with Person.



Edit?	School or District Name	Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load
Yes	0591 Blue Sky High School	PP02	Title I Instructional Paraprofessional	0.250 FTE	0.250	9	12	0

Total FTE: 0.250

Organization Name: Blue Sky High School (SCHOOL 0591)

FTE Unit: 0.250 FTE - 0.250 FTE

Job Code: PP02 - Title I Instructional Paraprofessional

Additional Job Description:

Lowest Grade: 9

Highest Grade: 12

Student Load: 0

3. Select the assignment you wish to edit and choose the correct job code from the dropdown list.

4. Click Save Work.

5. To enter/edit qualifications, choose the Update Person button.

6. From the License Type dropdown, choose whether the person has Two Years of Higher Education, completed an Associates Degree or has passed an Academic Assessment.

Paraprofessionals are in the personnel database if they have worked as a paraprofessional in the past four years. If they are not already on the list, you will need to add these people to this list before you can assign them job codes and FTE. Be careful not to add a person who is already in the list. See the section titled *Add a New Person Not Found in List*.

Entering School or District Special Education Staff

Schools and districts must report all special education personnel contracted with or employed by the district to provide special education and related services to students with disabilities. This includes directors, teachers or teacher interns, paraprofessionals and all related services personnel. See list of Special Education Job Assignment Codes in the Reports section on the Main Menu or at <http://www.opi.mt.gov/ADC/index.html>.

If an employee is not assigned to a specific school the school district must either prorate the employee's time by individual schools in which the students the employee works with reside, or choose one school under which to report the employee. An example of this type of employee might be a speech-language pathologist who has no ties to one specific school and provides speech services to homebound students living throughout the city.

School districts that are members of a special education cooperative do not report personnel employed by the cooperative who provide services to the school district.

NOTE: For personnel who are paid from more than one federal program, the FTE must be broken out as accurately as possible to reflect time spent in each program. Example: The FTE units for a teacher whose salary is paid from special education and Title I should be broken out to reflect the salary breakout.

NOTE: Personnel reported under the job code of Special Education Paraprofessional (SE25 or SE26 for itinerant) are individuals who provide assistance with classroom instruction and must comply with the No Child Left Behind requirements for Instructional Paraprofessionals.

NOTE: If one of the general job codes listed below for special education is used, an additional description of the job duties must be included in the text field titled "Additional Job Description."

- Other Professional Staff, Special Education (SE31 or SE32 for Itinerant)
- Other Non-Professional Staff, Special Education (SE19 or SE20 for Itinerant)

Entering Special Education Cooperative Personnel

Each cooperative must report all special education personnel employed and/or contracted to provide special education services. Itinerant personnel must be marked with appropriate job codes. An itinerant employee is one whose job requires working with or serving children in more than one school district and requires travel. Each special education job code will specify itinerant or not. Example: There is a job code for school psychologist – special education [SP24] and a job code for itinerant school psychologist [SP25]. Refer to the list of special education job codes for cooperative personnel. The NOTES above also apply to special education cooperative personnel.

Assignment Summary Screen

The Assignment Summary screen has been pre-filled with staff names from last year. From this screen, you will delete names of staff no longer at this organization, add new staff members and modify the assignments of continuing staff members.

School or District Name	Job Category	FTE	Student Load	No. of Assign.	No. of Issues
School 0023 Beaverhead Co High School	Teacher	1.000	110	7	0
School 0023 Beaverhead Co High School	Librarian/Media Special	1.000	414	1	0
School 0023 Beaverhead Co High School	Teacher	1.000	123	7	7
School 0023 Beaverhead Co High School	Teacher	1.000	53	7	0
School 0023 Beaverhead Co High School	Teacher	1.000	95	7	0
School 0023 Beaverhead Co High School	Special Education	0.890	9	5	5
School 0023 Beaverhead Co High School	Teacher	0.310	43	2	0
School 0023 Beaverhead Co High School	Special Education	1.000	26	1	1
School 0023 Beaverhead Co High School	Special Education	0.500	4	1	1
School 0023 Beaverhead Co High School	Teacher	1.000	126	7	0
School 0023 Beaverhead Co High School	Teacher	1.000	127	7	0
School 0023 Beaverhead Co High School	Teacher	0.414	72	3	0
School 0023 Beaverhead Co High School	Special Education	1.000	1	1	1
School 0023 Beaverhead Co High School	Building Administrative	1.000	0	1	1

Buttons at the bottom: Work With Person, Add Person, Delete Person, Transfer Assignments

Preview Assignment Summary Report.

When one employee is taking over another's assignments, you might save time by using the Transfer Assignments button. You will still need to update grade levels and student counts for each class assignment. See next section for more details.

Make any changes to a continuing staff person's assignments by selecting that person and clicking this button. See directions on the next page.

For directions on adding a new person, refer to the **Add New Staff** section of this manual.

To delete the name and assignments of anyone who is no longer with your organization:

- Select that person's record
- Click the Delete Person button at the bottom of the form.
- You will be prompted to confirm your decision to delete. Click Yes if you are sure that is what you want or No to cancel the delete command.
- There is no Undo for this procedure.

You can sort the list on the Assignment Summary screen by using the toolbar in the upper left-hand corner of your screen, or by right clicking on a column or selected item. Move your mouse pointer on top of each icon to get a description.

Sort in alphabetical order based on selected column.



Scroll through records individually, or fast forward and backward.

Work with Person

Assignment by Person

White, non-Hispanic
Female

Year	School	Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load
2005	0591 Blue Sky High School	FL04	Spanish	P-1	0.143	9	10	12
2005	0591 Blue Sky High School	FL04	Spanish	P-2	0.143	10	11	11
2005	0591 Blue Sky High School	PT	Prep	P-4	0.143	9	12	6
2005	0591 Blue Sky High School	FA01	Art	P-7	0.143	9	12	7
2005	0588 Blue Sky 7-8	OT01	Gifted & Talented	P-3	0.143	7	8	15
2005	0688 Blue Sky 7-8	FA01	Art	P-6	0.143	7	8	15

Total FTE: 1.000

Organization Name: Blue Sky High School (SCHOOL 0591)

FTE Unit: P-1 - 0.143 FTE

Job Code: FL04 - Spanish

Additional Job Description: Spanish I

Lowest Grade: 9

Highest Grade: 10

Student Load: 12

Buttons: Add a New Assignment, Delete Selected Assignment, Update Person, Cancel, Save Work

This screen lists all the assignments for the selected person, including those assignments that are not at your organization. You may not be able to edit assignments at other organizations; this column shows which ones you can change.

To update information for this person, click here and make the necessary corrections. Choose Save and Exit to return to the Assignment by Person screen. If you change your mind, choose Exit without Saving.

See next section for details on adding and/or editing staff assignments.

To delete an assignment for the selected staff person, select the record to be deleted and click here. You will be prompted to confirm your decision. Click OK to continue or Cancel. There is no Undo to this procedure.

Edit Person

FolioID: 0

First Name: Susie Middle: Last: Test

Gender: Female

Race: Asian American

Additional Qualifications:

Type	License Number (if applicable)

Buttons: Save And Exit, Exit without Saving

Additional Qualifications fields are for use with licensed staff and paraprofessionals. See the **Add a New Person Not Found in List** section of this manual for information on using these fields.

Edit/Add Staff Assignments

To edit an assignment for the selected staff person, double click the record to be edited. The details of the selected assignment will fill in the bottom half of the screen. Make the necessary changes and then click Save Work. To undo all changes you have made and return the record to its original form, click Cancel. To make more changes/additions to this person's assignments, double click on the next record you would like to edit, or click Add a New Assignment.

Edit?	School or District Name	Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load
Yes	School 0008 Dillon Middle School	SS03 History	P-1	0.122	7	7	22	
Yes	School 0008 Dillon Middle School	SS03 History	P-2	0.122	7	7	21	
Yes	School 0008 Dillon Middle School	PT Prep	P-3	0.122	6	6	0	
Yes	School 0008 Dillon Middle School	SS03 History	P-4	0.122	7	7	23	
				Total FTE: 1.002				

Organization Name: Dillon Middle School (SCHOOL 0008)

FTE Unit: P-1 - 0.122 FTE

Job Code: [Dropdown]

Additional Job Description: [Text Box]

Lowest Grade: [Dropdown]

Highest Grade: [Dropdown]

Student Load: [Text Box]

Buttons: Add a New Assignment, Delete Selected Assignment, Update Race or Gender, Cancel, Save Work

Step 1- Select the appropriate organization for the assignment. You will only see the organization(s) that you have the right to edit.

Step 2- Select the appropriate FTE Unit from the dropdown list. If you need to add or edit your FTE Units at this stage, select Click here to Setup Periods and Time Units.

Edit?	School or District Name	Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load
Yes	School 0008 Mary Innes School	FA03 Music	0.252 FTE	0.252	K	K	77	
Yes	School 0008 Dillon Middle School	PT Prep	P-2	0.122	6	6	0	
Yes	School 0008 Dillon Middle School	FA03 Music	P-3	0.122	7	7	26	
Yes	School 0008 Dillon Middle School	FA03 Music	P-4	0.122	8	8	21	
				Total FTE: 0.588				

Organization Name: Dillon Middle School (SCHOOL 0008)

FTE Unit: P-4 - 0.122 FTE

Job Code: FA03 Music

Additional Job Description: [Text Box]

Lowest Grade: [Dropdown]

Highest Grade: [Dropdown]

Student Load: [Text Box]

Buttons: Add a New Assignment, Delete Selected Assignment, Update Race or Gender, Cancel, Save Work

Step 3- Select the appropriate Job Code from the dropdown list, or type in the Job Code if you know it.

****There have been changes and additions to the job code list for this year, so double check that you are entering the correct code.****

Edit?	School or District Name	Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load
Yes	School 0008 Dillon Middle School	SS03 History	P-1	0.122	7	7	22	
Yes	School 0008 Dillon Middle School	SS03 History	P-2	0.122	7	7	21	
Yes	School 0008 Dillon Middle School	PT Prep	P-3	0.122	6	6	0	
Yes	School 0008 Dillon Middle School	SS03 History	P-4	0.122	7	7	23	
				Total FTE: 1.002				

Organization Name: Dillon Middle School (SCHOOL 0008)

FTE Unit: P-4 - 0.122 FTE

Job Code: MH05 - Math

Additional Job Description: Pre-Calculus

Lowest Grade: 7

Highest Grade: 8

Student Load: 25

Buttons: Add a New Assignment, Delete Selected Assignment, Update Race or Gender, Cancel, Save Work

Step 4- Fill in Additional Job Description, Lowest Grade, Highest Grade, and Student Load. For Coops, the grade level fields are not enabled.

Step 5- Click Save Work when you are finished modifying or adding an assignment. Click Cancel to undo the changes and return the record to its original status.

Continue editing/adding assignments for this person using the buttons provided. When this person's record is complete, click the Exit button at the top of the form to return to the Assignment Summary screen where you can choose the next person to work with or return to the main menu.

Add New Staff

To add a new name to your staff Assignment Summary list, choose **Add Person**. You will see this screen.

1. Search by last name, folio number or SSN. Pick one.

2. Type in the last name, folio number or SSN you wish to sort by. Then click Find. You will get a list of matches to your search

3. When you find the name on the list, select it and choose this button to add assignments for that person.

4. If the name you want is not on this list, click here. Do NOT click here unless you are certain the name is not in the list. Check different spellings, search by SSN, folio number, etc.

This list contains the names of all licensed educators in the state of Montana. Paraprofessionals and non-licensed special Ed staff who worked in the state last year are also in the list.

Find a Person
Use this screen to find certified or noncertified staff. If the staff member can not be found, please add them as new. Check first. Do not add a staff member if they are already present in the list. If you search by SSN, enter SSN with no "-".

Select all: like

FolioID	Name	Gender	Race
7925 Aε		Female	WHITE
1650 Aε		Female	WHITE
1249 Aε		Female	WHITE
0120 Aε		Female	WHITE
4289 Aε		Male	WHITE
1243 Aε		Female	WHITE

To search for a staff person in the list, a filter can be set to find the person by last name, social security number or folio number. Because names can change and spellings can differ, you will do better to sort by folio number or social security number whenever possible.

1. Choose a filter from the Select All dropdown list.
2. In the Like field, type the detail you wish to match, and click Find to see a list of names that meet your criteria.

For example, you want to find John Doe but you do not know his folio or social security number. Choose the Last Name filter option from the Select All dropdown. Type 'Doe' in the Like field and click the Find button. You will get a list of all certified or licensed individuals with the last name of Doe. Choose the appropriate one and click Work with Selected Person to begin entering assignments.

Note: If you have a new staff member who taught at another Montana school last year, the FTE from his/her previous assignment will still be attached to that person's record until the previous school district goes into this program and deletes it. You may get a message box telling you the person is over 1.00 FTE and asking if you want to fix the problem. As long as the person has 1.00 FTE or less at your school, you can ignore this warning. The issue will be resolved when all the data entry for the state is complete.

Add a New Person Not Found in List

Only choose this option if the person you want to enter does not appear in the previous list. Type the indicated information for the new person. You will not be able to add a folio number. If the person has a folio number, they should have been in the list on the previous screen. *Do not add a person here if he/she has a folio number.*

Additional Qualifications

If you are entering non-certified staff, either for a school or for a coop, you need to include the type of additional qualifications for the staff person and the license number, if any. The OPI does not require license information for accreditation purposes. However, NCLB requires that instructional paraprofessionals meet certain educational criteria.

When finished, click Save and Exit. The person's name should now appear in the previous list. Select the name from the list and choose Work with Person to add assignments for this person.

Transfer Assignments

You can use this button on the Assignment Summary page to avoid deleting a previous staff person's assignments and then re-entering the assignments for his/her replacement.

School or District Name	Job Category	Folio	Person	FTE	Student Load	No. of Assignments	No. of Assignments
School 0591 Blue Sky High School	Teacher	08737 Campbell, Brian J.	0.876	55	0	0	
School 0591 Blue Sky High School	Teacher	09616 Chavala, Marjorie M.	0.752	59	0	1	
School 0591 Blue Sky High School	Building Administrative	37090 Grant, Terry J.	0.250	0	1	0	
School 0591 Blue Sky High School	Paraprofessional	01622 - Pineda, Dora	0.162	0	1	1	
School 0591 Blue Sky High School	Teacher	08007 Hightberg, Steven S.	0.625	36	5	0	
School 0591 Blue Sky High School	School Counselor	25869 Jurek, Joe F.	0.162	0	1	0	
School 0591 Blue Sky High School	Teacher	35007 Mahoney, William E.	0.376	34	4	0	
School 0591 Blue Sky High School	Teacher	72030 Olson, Elizabeth M.	0.625	77	5	0	
School 0591 Blue Sky High School	Teacher	02114 Penner, Pamela M.	0.750	34	6	0	
School 0591 Blue Sky High School	Special Education	01622 - Pineda, Dora	0.250	0	1	1	
School 0591 Blue Sky High School	Teacher	55331 Sammons, Steven T.	0.876	53	0	0	
School 0591 Blue Sky High School	Teacher	51901 Speicher, Jacqueline M.	0.625	30	5	0	
School 0591 Blue Sky High School	Literacy/Maths Special	21095 Walker, Laurel J.	0.042	0	1	0	
School 0591 Blue Sky High School	Teacher	21095 Walker, Laurel J.	0.625	47	5	0	

1. Select the former employee's name on the Assignment Summary Screen and click Transfer Assignments.

2. Click Select a Person

Find a Person

Use this screen to find certified or noncertified staff. If the staff member can not be found, please add them as new. Check first. Do not add a staff member if they are already present in the list. If you search by SSN, enter SSN with no "-".

Search By: Last Name like Gardner

FolioID	Name	Gender	Race
72471	Gardner, Joseph C	Male	UNKNOWN
72060	Gardner, Kristie K	Female	UNKNOWN
68209	Gardner, Linda J	Female	UNKNOWN
31989	Gardner, Linda J	Female	WHITE
72929	Gardner, Linda Kay	Female	UNKNOWN
65561	Gardner, Lucy	Female	UNKNOWN
28350	Gardner, Maryjo	Female	WHITE

Buttons: Work with Selected Person, Add a New Person Not Found in List

Transfer Assignments

Use this screen to transfer assignments from one person to another. This feature allows one to move one person's assignments to another person. All assignments for the selected person and school or district are moved from the old person to the new.

Move assignments from: Lunday, Nancy A

to: Gardner, Linda Kay

Buttons: Select a Person, Transfer Assignments to New Person

Confirmation Message

Complete the transfer of assignments?

Buttons: Yes, No

3. Use the search features described in **Add Person** to find the new employee name.

4. Click Work with Person.

5. That command returns you to this screen. The new person's name appears in the **to:** field.

6. Click Transfer Assignments to New Person

7. Click Yes to continue or No to cancel the transfer.

The new person's name will now be selected on the Assignment Summary page. Click Work with Person; follow instructions for that section to update student loads and grades low and high for each class assignment.

4 – 5YCEP Effectiveness Report - School Level and District Level

5 Year Comprehensive Education Plan Effectiveness

2005-2006
Beaverhead (CO 01)
Beaverhead Co High School (SS 0200)
Beaverhead County H S (LE 0006)
All Schools (SC %)

Click to Select

Instructions Tab I Tab II Tab III Tab IV

District submitted an updated report in the Spring 2004-2005, and is not submitting any changes for the Fall of 2005-2006.

Prior Year's Goals and Action Plan (See instructions for more detail)

State each goal from the 5YCEP (reading, math and other listed goals).
Refer to the most current data available to analyze progress toward meeting the goals.
Provide a narrative describing the data and analysis used to determine the course of action.
State the course of action needed to achieve these goals for the next school year.
The district/school data and analysis will indicate that changes or no changes are needed.

Required for both school and district.

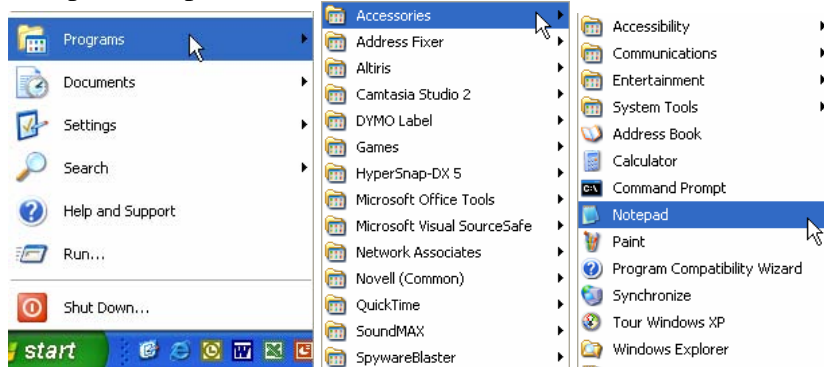
Next

If you are one of the schools who updated your 5YCEP Effectiveness Report in June, check the box at the top of Tab I. You will not need to re-enter your data; we will use the data you entered in the spring.

This form contains text boxes into which you can type or paste sections from your 5 Year Comprehensive Education Plan. Each question indicates whether a response is required or

optional for schools and districts. Answer all questions that are required for your type of entity. These text boxes will not accept any type of graphics; send copies of that type of information by mail. In order to paste data into these boxes, you need to save the data using Notepad first, then copy and paste from the saved Notepad file.

To open Notepad, click on the Microsoft Start button, choose Programs, Accessories, Notepad.



Copy your data from its original source into Notepad and save the document. Then copy and paste the data from the saved Notepad document to the 5YCEP Effectiveness Report form. Saving your data in Notepad strips out all the formatting and special characters that can cause problems when pasting into Access.

If you need further assistance with Notepad, call the OPI Help Line at (406) 444-9444; choose option 7 and then option 3. If you need further assistance with the 5YCEP form, call the OPI Help Line at (406) 444-9444; choose option 3.

5 - Accreditation Data - School Level

 A screenshot of the 'Accreditation Data' application window. The title bar says 'Accreditation Data'. Inside, there's a section for '2005-2006' with a 'Click to Select' button. Below that, a list of schools is shown: 'Beaverhead (CO 01)', 'Beaverhead Co High School (SS 0200)', 'Beaverhead County HS (LE 0006)', and 'Beaverhead Co High School (SC 0000)'. A tabbed interface at the bottom shows tabs for 'I. A', 'B 1-2', 'B 3-4', 'B 5-6', 'B 7-8', 'B 9-10', 'C', 'D', and 'II'. The 'B 1-2' tab is selected. The main area contains a question 'A. If previously noted for the 2004-2005 school year, have deviations been corrected for this school? If no, provide the explanation or a plan of correction in the text box below.' with a large text input area. A 'Next' button is at the bottom right.

Click on each tab to view the questions on it, or click on [Next](#) at the bottom of the screen to move through the pages. You must answer all the questions on all pages of this form.

The questions on this form change from year to year, so be sure to read carefully before answering.

There are nine page tabs for Accreditation Data. You must respond to every question. For each general question, you may respond with either a Yes or No. Type your answer in the appropriate space or choose from the dropdown list. Each general question has additional questions for further clarification. Type your answer in the space provided or select the checkbox when appropriate.

Do not include information about alternative education program sites when answering questions on Tab C about off-site locations. Alternative education program information is collected on a separate form.

You can move through the form by pressing the Tab key or clicking the Next button. If you want to go to a specific page, click on the page tabs located under your entity name.

Alternative Standards approved by BPE will be listed on Tab II. You will not be able to amend the Approved Variances or Alternative Standards. Applications for Alternative Standards must be sent to the OPI for BPE approval. If you have any questions about the information that appears on Tab II, please contact the Office of Public Instruction at (406) 444-9444 and select option 3.

6 – PIR Data and School Start and End Dates - *School Level*

The screenshot shows the 'PIR Form' for the 2005-2006 school year. It includes a header with the school name 'Beaverhead Co High School (SS 0200)' and a list of activity codes: PD (Professional Development), PT (Parent Teacher Conference), RK (Record Keeping), and SO (Staff Orientation). Below this is a table for entering PIR data with columns for Date, Activity Code, PIR Activity Description, and PIR Hours. There are also buttons for 'Click to copy these PIR Days to all schools in the district' and 'Click to See Example'.

When you click on one of these buttons, a popup box will open with more information. To close the popup, click the Exit icon in its upper right corner.

- Enter the first and last days of school for pupils.
- You must answer the professional development committee question.
- Enter each PIR day of your calendar on a separate row.
- Each PIR entry needs a date, an Activity Code (choose from the list), a brief description of the activity and the number of PIR hours for that activity.
Example: 10/18/05 PD Speaker: Mainstreaming in Math classes 6
- If you have two or more different Activity codes for the same date, enter each activity on a separate row.
Example: 08/25/05 SO New staff orientation 3
08/25/05 PD Planning for the new CRT 3
- To remove a PIR day, select that date and click the red X at the end of the row.

If you are doing the data entry for all schools in your district, and the PIR dates are the same for all of them, you can avoid duplicate data entry by selecting the Click to copy these PIR days to all schools in the district button. Click Yes at the prompt; you will get a message box when the process is complete.

Viewing More Instructions or an Example

Click on one of the buttons to the right of the Activity Codes box to view instructions or an example on the screen. Use the Exit icon in the upper right corner to close the Instruction or Example box. For questions about PIR reporting, call (406) 444-9444 and select option 3.

7 – Disaggregated Enrollment - School Level

You will be reporting disaggregated enrollment data twice each year using this form. The first time is during the fall Annual Data Collection (first Monday in October); the second reporting cycle is on the last day of your school's CRT testing (between March 6 -29). You must have completed your MAEFAIRS October enrollment data entry before entering data on this form.

The screenshot shows the 'Enrollment Data Entry' form for the Fall Cycle. The form includes fields for School Year (2004 2005), District (Stillwater (CO 48)), School (Absarokee Public Schools (SS 0919)), and School Type (Absarokee H S (LE 0862)). It has sections for Enrollment Count, Absence Count, and Student with <180 hours. There are also blue boxes for disaggregating counts. A button labeled 'ADC / MAEFAIRS COMPARISON' is circled in red. A table at the bottom shows enrollment data for various categories.

This report compares your MAEFAIRS totals to what you have entered in ADC.

You may find it helpful to print out a blank copy of the Disaggregated Enrollment and Attendance form from the Annual Data Collection web page to use as a worksheet for this page.
<http://www.opi.mt.gov/adc/Index.html>

- Choose grade, gender, and race or ethnicity from the dropdown lists. You can start typing and the field will be auto-filled from the list.
- For that group of students, enter the total number enrolled (include those who were absent, but enrolled) on the official count day.
- Use the boxes outlined in blue to disaggregate that group students in that of students. Do not leave any of the blue boxes blank; enter zero if you with that description.
- In the Absence Count field, enter the number of students from the group who were absent on the official count day. If a student was absent for part of a day, enter the decimal equivalent for the part of the day missed. Example: If two students were absent all day and a third student was absent for 2 out of 8 periods, your absence count would be 2.25.
- If the classes the student is enrolled to attend do not regularly meet on the count day, take that student's attendance count on his next pupil-instruction day after the official count day. The student must have been enrolled as of the official enrollment count day.
- In the blue boxes, disaggregate your absence count, using zeroes if there are no students in a particular category.
- The number of students present will be automatically calculated by subtracting the number of students absent from the number of students enrolled.
- Students Enrolled for Less Than 180 hours – This data is collected in the spring Testing Cycle only – For tested grades only, enter the number of students who are enrolled for less than 180 hours for the year, and disaggregate that count. A student receiving an average of less than one hour of instruction per day is enrolled for less than 180 hours per year. These students should be included in your enrollment count.
- 19 Year old Students - This data is collected in the spring Testing Cycle only – For tested grades only, enter the number of students who were 19 years old on or before September 10 of the current school year. These students should be included in the enrollment count.
- As you tab out of the last field, the record will be saved and appear in the white list box.
 - Edit a record from the list box by double-clicking on it.

- Delete a record by selecting it in the list box and clicking on the Delete Record button.
- Continue entering all the grade, gender, race or ethnicity groups in your school. You do not need to enter any grade/gender/race or ethnicity combinations where your school total is zero. Example: If you have no 4th grade female Asian students, you would not create a record using that combination.
- When you select a grade, the boxes at the bottom will show you the number of students you entered in MAEFAIRS for that grade (Fall Cycle only), and a running total of what you have entered in ADC for that grade. Your Fall ADC total needs to match your Fall MAEFAIRS total for each grade. Enter your MAEFAIRS enrollment counts before completing this form.
- When you have finished entering enrollment, use the button at the top to create a report which compares your MAEFAIRS totals to your ADC entries. Make adjustments to your ADC entries as necessary.

For detailed information on reporting enrollment, refer to the *OPI Enrollment Manual*, which is available on the OPI web site <http://www.opi.mt.gov/ADC/index.html>.

If you need further assistance with this form, call the OPI Help Line at (406) 444-9444; choose option 4.

8 – High School Completer Count from Last Year - School Level

High school completer data is collected for all high schools serving the 12th grade for those students who completed program requirements of the district during the previous school year, including the previous year's early graduates. The data for those who completed high school during the current school year will be collected next year. If you had no high school completers last year, check the appropriate box.

Newly consolidated school districts may have been assigned a new legal entity number for the current school year. Since the newly formed district was not in existence for the previous school year, the district should not have completers for the previous year. Check the box on the entry screen that states there were no completers at the school. However, the former districts that consolidated into the new district may have completers. You will not be able to enter data for former districts in the ADC system. If you are in a newly consolidated district please complete the paper version of the completer form that was included with your ADC packet. List the former district legal entity numbers and the number of completers for each. Mail this form to the Office of Public Instruction.

The No Child Left Behind Act of 2001 (NCLB) requires that public high schools disaggregate this data not only by gender and race/ethnicity, but also by standard or non-standard status, free/reduced price participation, limited English proficiency status, migrant status, and special education eligibility.

In addition to categorizing high school completers as “standard” and “non-standard” graduates, the high school completer screen in the ADC program will collect a count of students who completed a district-administered GED program. Students who completed a GED through a program administered outside the district should be recorded on the dropout screen not the high

school completer screen. In either case, the GED student will not count as a graduate in calculating the school's NCLB graduation rate.

The *Montana High School Completer and Dropout Data Collection Handbook*, which was mailed to you with your ADC packet, contains information on identifying graduates and other high school completers.

Enter data by choosing from the dropdown lists or start typing and the program will auto fill for you.

Disaggregate all high school completer counts by free/reduced price participation, special education eligibility, limited English proficiency status, and migrant status. All fields **must** be filled in; enter zero where applicable.

As you enter graduate data, the Graduate Total field will keep a running total of your graduate count. Although the totals do not need to match, last year's 12th grade enrollment is included on the screen to assist you in identifying data entry errors in your graduate totals.

If you need further assistance with this page, call the OPI Help Line at (406) 444-9444; choose option 4.

9 – Student Dropout Count from Last Year - School Level

Dropout data is collected by school for grades 7 through 12 for those students who dropped out in the previous school year. The data for those who leave during the current school year will be collected next year. If you had no dropouts last year, check the appropriate box.

For grades 7-12, NCLB requires dropouts to be disaggregated by gender, race or ethnicity, free/reduced price participation, limited English proficiency status, migrant status, and special education eligibility. This is new for dropouts at the 7th and 8th grade levels.

Newly consolidated school districts may have been assigned a new legal entity number for the current school year. Since the newly formed district was not in existence for the previous school year, the district should not have dropouts for the previous year. Check the box on the screen that states there were no dropouts at the school. The former districts that consolidated into the new district may have dropouts. You will not be able to enter data for former districts in the ADC system. If you are in a newly consolidated district please complete the paper version of the dropout form that was included with your ADC packet. List the former district legal entity numbers and the number of dropouts for each. Mail this form to the Office of Public Instruction.

The *Montana High School Completer and Dropout Data Collection Handbook*, which was mailed to you with your ADC packet, contains information on determining dropouts.

Enter data by choosing from the dropdown lists or start typing and the program will auto fill for you.

For All Grades: Disaggregate dropout counts by free/reduced price participation, special education eligibility, limited English proficiency, and migrant status. All blue fields **must** be filled in; enter zero where applicable.

As you enter dropout data, the Dropout Total field will keep a running total of your dropout count. This total can be used to verify your data entry. If the dropout total exceeds the total enrollment, you may have a data entry error.

If you need further assistance call the OPI Help Line at (406) 444-9444; choose option 4.

10 - Limited English Proficient Student Count- *School Level*

Please consult with staff members knowledgeable about identifying and serving LEP students. See Glossary or Overview for more information on collecting data and classifying students.

Make one entry for each language at each grade level for which you have LEP students. Choose language and grade level from the dropdown lists. The LEP Total (blue box) is automatically figured for you. If you have no LEP students, check the appropriate box.

To delete an entry made in error, click the Delete button next to that entry.

If you need further assistance with this form, call the OPI Help Line at (406) 444-9444; choose option 5, and then option 2.

11 – Immigrant Student Count – School Level

Enter the total number of Immigrant Students in your school. If you have no Immigrant Students, enter zero (0).

The definition of Immigrant Children and Youth is on this form. For more information, see the Overview for Electronic and Paper Filers that was included in your ADC packet, or on the web at www.opi.mt.gov/adc/Index.html.

12 - Gifted Student Count - School Level

Students should be counted by grade level, gender and race. Gifted students are students of outstanding abilities capable of high performance and requiring differentiated education services beyond those normally offered. Students to include are those identified using comprehensive and appropriate assessment methods, including objective measure and consultation with professionally qualified persons.

If you have no identified gifted students at your school, check the appropriate box.

Enter data by choosing from the dropdown lists, or start typing and the program will auto fill for you.

To delete a record entered in error, click this button next to the record you wish to delete.

As you enter data, this field will keep a running total of your gifted student count. This total can be used to verify your data entry.

If you need further assistance with this form, call the OPI Help Line at (406) 444-9444; choose option 5, and then option 1.

13 – Alternative Education Programs - *School Level*

- If your school operates an alternative education program for at-risk students, you must answer all twelve questions on this form.
- If the answer to question 1 is No, you will not see the rest of the questions.
- Choose your answer from the dropdown lists, when available.
- Use the Tab or Enter keys to move through the fields, or use your mouse to select the next question or tab.

If you need further assistance with this form, call the OPI Help Line at (406) 444-9444; choose option 3.

14 – Indian Education for All Montana- *School Level*

The text of the law has been included on the first page of this form for your convenience. The next four pages contain questions that you must answer about your school's progress on the law. The last page has a space for you to type any comments. Move through the form using the Tab or Enter keys or use your mouse to select the next question or tab.

If you need further assistance with this form, call the OPI Help Line at (406) 444-9444; choose option 5, and then option 2.

15 – Technology Use Report - *School Level*

Technology Survey

2005-2006
 Beaverhead (CO 01)
 Beaverhead Co High School (SS 0200)
 Beaverhead County H S (LE 0006)
 Beaverhead Co High School (SC 0023)

Purpose: This annual report will provide the Office of Public Instruction with the necessary information for Federal reporting requirements and assist the OPI in planning for future staff development and technical assistance delivery options across the state. Please provide accurate and unduplicated counts for the specific school you are reporting on. Duplicated counts may negatively impact technology funding.

How many computers are there in your school used primarily by: Students: With Internet Access:
 Teachers: With Internet Access:

What type(s) of Internet connection does your school have and what is the connection speed? Contact your school technology leader or your local Internet Service Provider, or review your school phone bill for details.

Connection Type	Speed	Units	Number of Computers	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Delete

ImT Technology

Enter the total number of computers primarily used by students at the school; then enter the number of those student computers that have Internet access. Do the same for the number of computers primarily used by teachers at the school. In each case, the number with Internet access should be a subset of the total number of computers.

Choose your connection type from the dropdown list. Some schools may have more than one connection type. For each connection type, list the speed of that connection and the total number of student and teacher computers with that type. You may need to check with your Internet Service Provider for information on connection speed. Do not include in your counts any computers that are exclusively for administrative use.

If you need further assistance with this form, call the OPI Help Line at (406) 444-9444; choose option 6.

16 – Personnel Recruitment and Retention Report- *District Level*

For the 2005-2006 hiring cycle, we want to know how many openings in each subject, support or administrative area existed. Of those openings, indicate how many were created by retirement, how difficult it was to fill each opening, and include any comments.

Recruitment and Retention

2004-2005
 Sweet Grass (CO 49)
 Big Timber Elementary (SS 0922)
 All Schools (SC %)

To start, select survey area below:

- Recruitment - Teachers
- Recruitment - Support Staff/Administrative
- Recruitment - Special Education
- Retention - Reasons for leaving position
- Retention - Financial influences
- Retention - Other influences

Hiring For:
 Hiring Difficulty:
 Comments:
 Number Of Openings:
 Of Openings, Number due to Retirement:

Save

Click below to edit existing items:

General Area	More Specific	Response	Comment	Openings	Retirements
Teachers	Art	possible - some qualified applicants		6	2

You must click on **Save** for each record before going on to the next area in which you had an opening.

We are also collecting information about the factors that influence people to leave positions. Indicate to what extent each factor may have influenced the decisions.

2004-2005
 Sweet Grass (CO 49)
 Big Timber Elementary (SS 0922)
 Big Timber Elem (LE 0065)
 All Schools (SC %)

Click to see your Recruitment and Retention Report with all areas listed.

To start, select survey area below:

Recruitment - Teachers
 Recruitment - Support Staff/Administrators
 Recruitment - Special Education
 Retention - Reasons for leaving position
 Retention - Financial influences
 Retention - Other influences

Influenced By:
 Degree of Influence:
 Comments:

Save

Click below to edit existing items:

General Area	More Specific	Response	Comment	Openings	Retirements
Teachers	Art	possible - some qualified applicants		6	2
Reasons for leaving position	Higher salaries elsewhere	medium strong influence			
Financial influences	Annual budget uncertainty	medium weak influence			
Other influences	Large classes	strong influence			

You must click on Save for each record before going on to the next topic.

If you need further assistance with this form, call the OPI Help Line at (406) 444-9444; choose option 3.

17 – Distance Learning Report - *District Level*

2005-2006
 Beaverhead (CO 01)
 Beaverhead Co High School (SS 0200)
 Beaverhead County H S (LE 0006)
 All Schools (SC %)

ARM Tab A Tab B Tab C Tab D Tab E

Purpose: This annual report will provide the Office of Public Instruction with the necessary information to meet the requirements of 10.55.907 ARM - Distance, Online, and Technology Delivered Learning - Revised March 2004.

1. Does the district utilize distance learning to fulfill elementary or middle school basic education program requirements and/or high school graduation requirements as provided for in 10.55.907 ARM?

Next

- The text of the law has been included on the first tab for your convenience.
- If the answer to question 1 on Tab A is Yes, you will need to answer the questions on Tabs B and C. If the answer is No, Tabs B and C will be hidden. You do not need to complete them.
- If the answer to question 6 on Tab D is Yes, you will need to complete Tab E. If the answer is No, Tab E will be hidden. You do not need to complete it.

If you need further assistance with this form, call the OPI Help Line at (406) 444-9444; choose option 3.

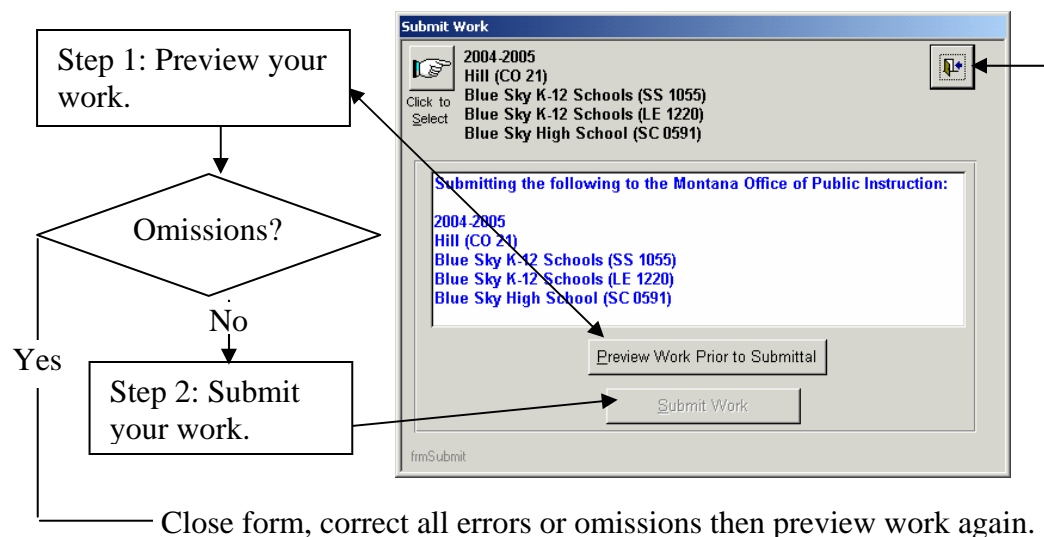
18 – Testing Coordinators - *District Level*

The form will be pre-filled with the information we currently have on file about your district testing coordinator. If the information is incorrect, make any necessary changes. When the information is correct and complete, check the box at the top indicating you have reviewed and confirmed the information. If you make changes and then change your mind, use the Esc key to return the form to its original state.

If you need further assistance with this form, call the OPI Help Line at (406) 444-9444; choose option 2.

18 – Submit

The submittal process requires two steps. First, Preview Work Prior to Submittal and closely inspect your preview report. The report will indicate if there are errors that need correction. If so, leave this screen, correct the errors, and return to preview your work again. Once you are certain of your work, submit it by clicking Submit Work. The program will not allow you to submit if you have certain types of data missing. The preview report will list the missing pieces.



Once a user submits records, the ADC application restricts or inactivates the menu controls that allow the user to further modify data. To change data after it has been submitted, the user must contact the person to whom they submitted the work.

- **School** users can change only their own school records and **submit to their district user**.
- **District** users can change their own school and district records and **submit to the county superintendent**.
- **County** users can change school and district records for their counties, and **submit to the OPI**.
- **Special Education Coop** users can change only their own special education coop records and **submit to the OPI**.

<u>Processing Status</u>	<u>Data Can Be Modified By:</u>
Ready for Data Entry	All
Submitted to District Office	District, County
Submitted to County Superintendent	County
Submitted to the OPI	OPI Staff
OPI Review	OPI Staff
Ready for BPE Review	ADC Administrators
Frozen	ADC Administrators

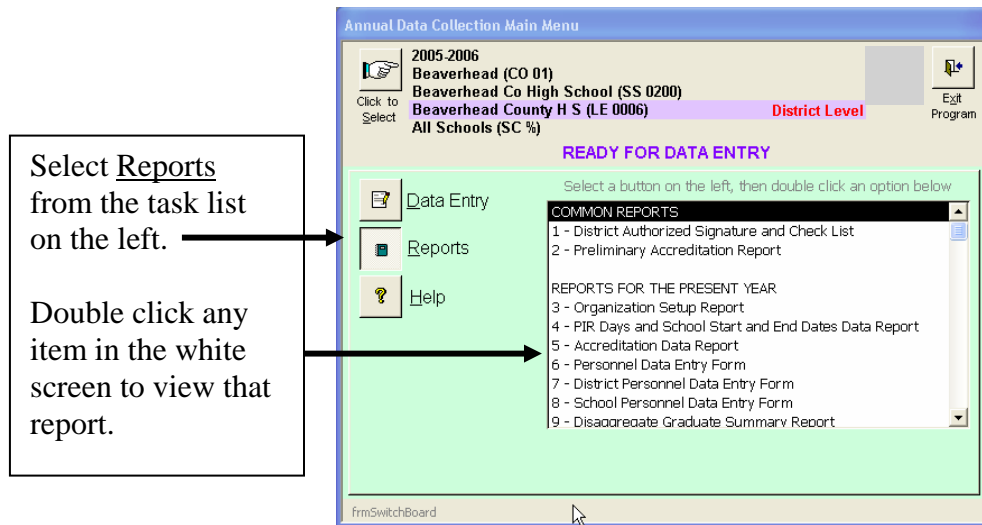
Once you have submitted, the software will review your data for completeness and create a Preliminary Accreditation Report, listing any deviations from the Montana Accreditation Standards.

Preliminary Accreditation Report

The preliminary accreditation report has replaced the preliminary accreditation letter that OPI mailed out in the past. **This report is the only notification you will receive regarding your preliminary accreditation status.** The OPI will make the listed recommendation to the Board of Public Education unless we hear from you by the deadline. Please follow the instructions on the report for contacting the OPI regarding identified deviations.

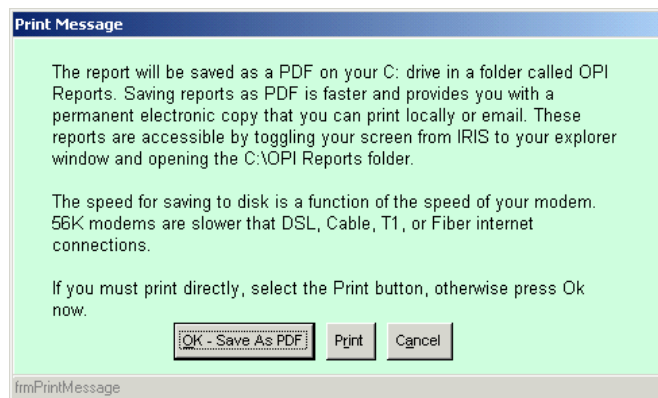
You can access this report by going to the main menu and choosing the Reports button. Preliminary Accreditation report is the second item in the Reports menu. Double click to preview and print the report.

Reports Menu



When you have completed your data entry, you will need to print copies of each report for your own records and to forward to your District office, and/or county superintendent. Do not send paper copies of the reports to the OPI. You can save a copy of any report as a PDF as soon as you complete it by clicking on the Preview Report button at the top of each form, or you can choose any report from the Reports menu and save as a PDF at that time.

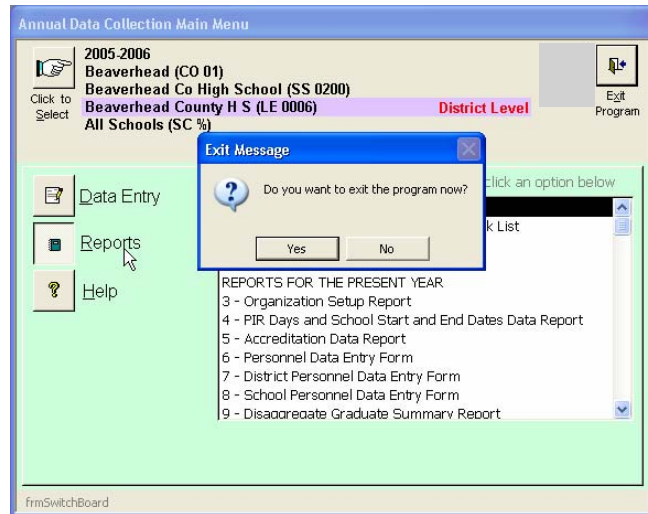
- Double click on the report name to preview any listed report.
- When you are ready to print the report, click on the Print icon at the top of the page to see this message:



- The best way to print reports is to choose Ok - Save As PDF. This option creates a PDF of the report and saves it to your C: drive in a folder called OPI Reports.
 - You can then open and print these PDF reports from your own computer, without being logged in to IRIS.
 - This option gives you a permanent electronic copy of your data, and it is much quicker than printing from the OPI Citrix server.
- You can click on the Print icon to print the report while logged in to IRIS.
 - This option may be slower and you will not get a permanent electronic copy of your reports.
- Click Cancel and choose the Close icon at the top to close the report without printing it.

Exiting Annual Data Collection

When you have completed your work in the Annual Data Collection program, the proper way to exit the program and leave the IRIS system is to click on the Exit Program button then click Yes to confirm exit. This will properly close all windows and log you off IRIS. You can then click the X box in the upper right hand corner to close your web browser.



Thank You

Thank you for participating in the OPI's electronic Annual Data Collection program. Your comments and input are important to us as we continue to refine this process. Please send your comments and suggestions to Madalyn Quinlan, mquinlan@mt.gov

Hardware and software requirements

The recommended system configuration to use Internet Explorer 6 Service Pack 1 (SP1) is Microsoft Windows 2000, Windows Millennium Edition (Windows Me), or Microsoft Windows NT® on a computer running with a Pentium III processor and 128 megabytes (MB) of RAM.

IBM

Microprocessor	Pentium 66 MHz minimum; Pentium III as recommended for a web browser
Memory	32 MB of RAM minimum; 128 MB as recommended for a web browser
Video	VGA or SVGA as required for web browser (1)
Hard disk	At least 13 MB free disk space available as required for a web browser
Mouse	As required for web browser
Citrix Client	Required Installation – version 9.0 – Replaces all previous versions

Macintosh

Power Macintosh G4 or greater	
Memory	8mb of Ram as required for a web browser
Operating System	OS X 10.2 (Panther) operating system
Video	Not applicable
Hard disk	40 GB hard drive
Mouse	As required for web browser
Citrix Client	Required Installation – version 9.0 –Replaces all previous versions

Note: A screen resolution of 800 x 600 will provide you with the most efficient video resolution. A resolution of 640 x 480 will not provide you with a good working environment. To change your video resolution, right click on your desktop, go to Properties and select Settings. Move the slider bar under “Screen Area” until a resolution of 800 x 600 is displayed. Click OK. You will be prompted to accept the new settings in the “Display Settings” dialog box. The monitor will blank and display the new settings under the “Monitor Settings” dialog box. If you do not click on the OK button at this point, your settings will be returned to normal after 15 seconds. If the video settings appear normal click OK and your monitor resolution will be reset.

If you experience difficulty getting to the OPI’s home page, please try to reach another site like www.yahoo.com or www.google.com. If you cannot reach either of these sites, your problem is likely with your local Internet provider. Please give them a call. If you find that you can reach other sites on the Internet, but cannot reach the OPI site, please call the OPI Help Desk at 406-444-3448.

Access to the Annual Data Collection is through the OPI home page at www.opi.mt.gov. At the OPI home page, click on the tab located at the top of the screen titled **IRIS**. This link will take you to the Internet Reporting and Information System Citrix Enterprise Portal.

Please note that the format of the Citrix screens may occasionally change. This means that the screens pictured in this manual may be slightly different from what you see on the screen.

If you have problems following the instructions because of screen changes, please call the OPI Help Desk at 406-444-9444, choose option 6 and then option 3.

Logging in to IRIS

The log-in page gives options for using IRIS.

If you have never used a Citrix application through our IRIS site before:

Mac users choose IRIS Help and select New Iris Clients for Macintosh! Follow the instructions given there to install the client.

Windows users, click on Install Citrix Clients. Follow instructions below.

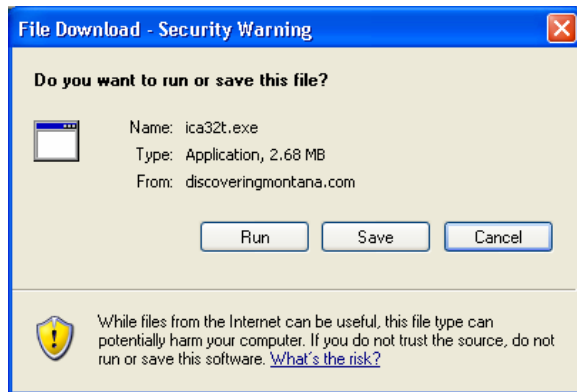
If you haven't updated your Citrix client software since June 2, 2005:

Click on Update your Citrix client and follow the instructions below.

If you already have the Client installed and updated, go back to page 4 – you are ready to enter data.

Click on Install Citrix Web Client.

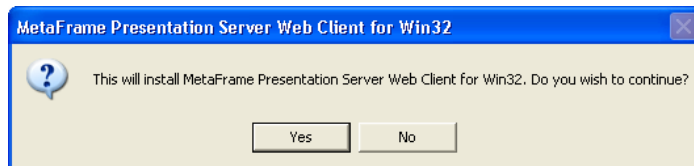
Due to differences in operating system versions, the dialog boxes you see may not match these screen shots exactly. However, the intent of each box is the same. Follow the process without worrying about the exact wording in the box.



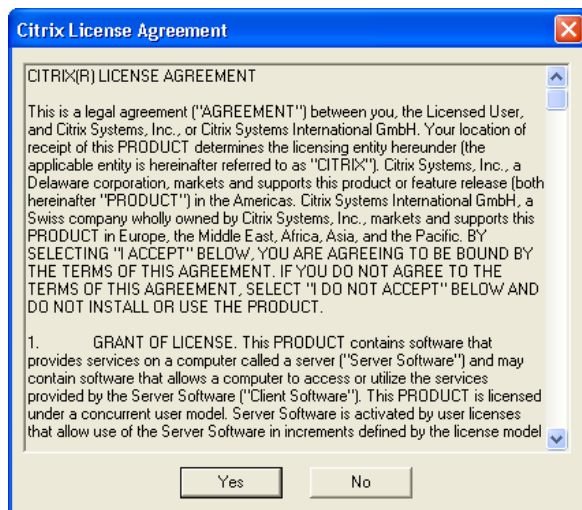
You want to Run or Open this file. Do not save it to disk.



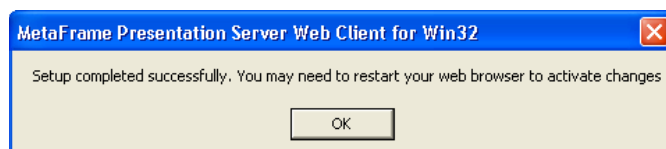
Choose Run



Choose Yes

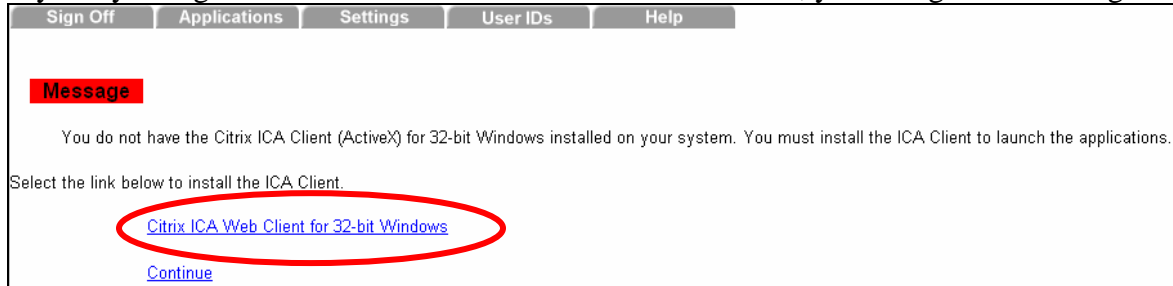


Choose Yes



Click OK

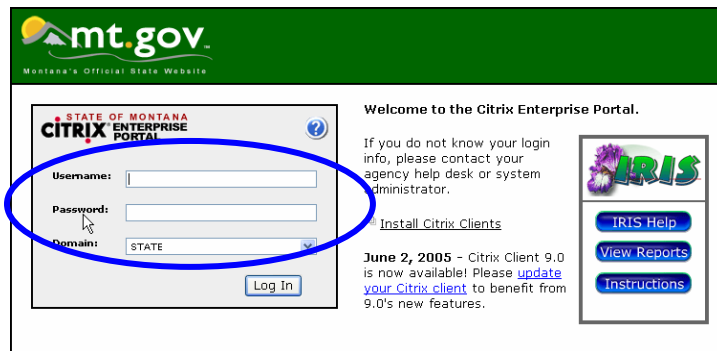
If you try to log in without the Citrix Client software installed, you will get this message.



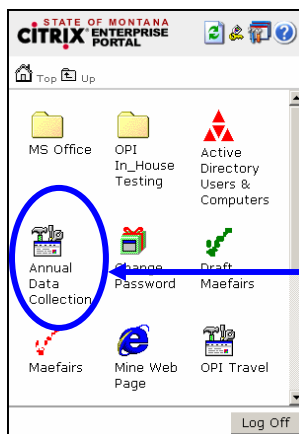
Windows users, click on **Citrix ICA Web Client for 32-bit Windows** and continue as above. **Mac** users, go back to the previous page, click on Iris Help and choose New Iris Clients for Macintosh!

After Citrix client is installed

Congratulations! You have successfully connected to the OPI-CITRIX server and are ready to begin your work.

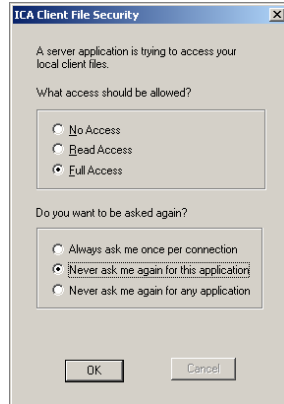


Log in using the User Name and password provided to you by the Office of Public Instruction. Leave the Domain at the default value. If you cannot find your User Name and password call the OPI Help Desk at (406) 444-9444, choose option 7 and then option 2.



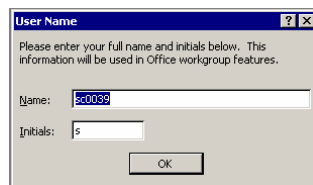
Choose the Annual Data Collection Icon.

The first time you use any Citrix application, you may see this message.



Select Full Access. The purpose of this selection is to allow access to the Citrix client software that you have installed on your computer. *This also allows Citrix to create a folder on your C: drive and copy PDF files of your reports to the folder.*

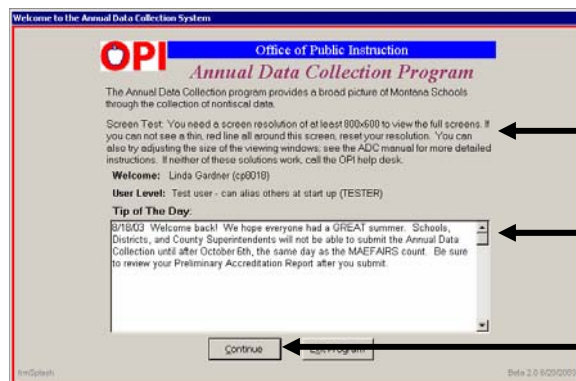
Depending on whether you ever want to be bothered with this message box, choose any of the options under “Do you want to be asked again?” Click OK.



If you see this box, just click OK. Don't type anything in either field.

Annual Data Collection opening screen

If this is the next screen you see, you are ready to begin data entry.



Read the section on Screen Test; see the beginning of this manual for further instructions if needed.

Check the Tip of the Day for updates.

Click Continue to move on.